



# Office of the City Clerk

Weekly Report – for Week Ending February 19, 2016

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Elections:** Staff attended the "Opportunity Fair and Forum" at the LA Convention Center targeting L.A.'s youth. The event was attended in partnership with LA County, and approximately 150 young people were registered to vote.

**2016 Neighborhood Council (NC) Elections:** The candidate filing period for Region 1 closed on February 5 and the deadline to withdraw was February 16. The list of certified candidates was issued on February 17.

### TOP ITEMS

- **2016 Neighborhood Council Election preparations continue.**

Region	Number of Candidates Pending	Number of Candidates Certified
1	0*	159
2	5	74
3	20	87

4	9	136
5	25	63
6	4	22
7	3	11
8	4	5
<b>Totals:</b>	<b>70</b>	<b>557</b>

\*Thirty candidates in Region 1 did not qualify.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	0
Number of Notices/Publications	35
Number of Contracts Attested	14
Number of Council Files Created	104
Number of Claims Received	128
Number of Referrals	35
Number of Council Meetings	2*
Number of Committee Meetings	5

\*Council meeting of 2/16 adjourned for lack of a quorum.

The E-signature pilot project, which would allow the Mayor to electronically sign Council-approved documents, is in the final stages and will be ready for initial testing within two weeks. *This process will automate more than 90% of the manual labor normally required for the "wet signature" process*, allowing the Clerk to redeploy resources to other competing priorities.

**Neighborhood and Business Improvement Districts:** On February 17, 2016, the City Council adopted the Annual Planning Reports for the Fashion District, Greater South Park, Historic Downtown, Brentwood Village, Village at Sherman Oaks, Sunset and Vine, Figueroa Corridor, Greater Leimert Park Village/Crenshaw Corridor, Historic Old Town Canoga Park, Tarzana Safari Walk, and Westchester Town Center BIDs and held the public hearing for the Little Tokyo, Los Feliz and Wilmington merchant-based BIDs.



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The retention schedules of 19 departments were approved by the City Council on February 17<sup>th</sup>. We will provide each of those departments with updated records disposition lists to initiate the disposition of obsolete records under the procedures implemented by Ordinance 183,754, effective August 11, 2015.

## ISSUES

The City Clerk and staff met with the City Attorney to discuss reluctance on the part of its prior storage vendor, Iron Mountain, to permanently remove no more than 250 boxes per day. Since the City currently has 210,000 boxes in Iron Mountain's possession that need to be transferred to the City's new storage vendor, Storetrieve, this less-than-optimal rate would require the City to wait at least two years to transfer all records. This two-year period would cost the City \$160,000 more in storage fees. These increased costs are unacceptable. To ensure that these boxes are transferred in only six months, we are requesting Iron Mountain to pull 2,000 boxes per day. A letter will be sent out by Friday requiring this speedier transfer of boxes. We will keep the Mayor's office updated on this matter if there are any problems.

AAA Rents emailed the Mayor's office to inform them of \$250,000 in past-due invoices. The Mayor's Office referred this matter to the City Clerk for resolution. Our Office will address this by reconciling these "past-due" amounts with invoices we know have already been paid. Staff will also develop a procedure for Council/Mayor to promote faster processing of invoices and will obtain monthly reports from AAA to ensure that events get paid in a timely manner.

## UPCOMING . . .

There are four remaining regions that will begin their candidate filing from February to March 2016. Region 11 begins on February 21 and Region 9 & 12 begin on February 27.